

Commissioners:

Wendy Ranney
Karen Hallquist
Marvin Van Den Broek
Henk Kruithof
Dave Zastrow
Aaron Hansen
Kirsti Jurica



City of Cordova

A L A S K A

PARKS & RECREATION COMMISSION REGULAR MEETING

TUESDAY OCTOBER 25, 2022. - 6:00PM, CORDOVA CENTER

**Parks & Recreation
Director
Duncan Chisholm**

AGENDA

1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF AGENDA
4. CORRESPONDENCE
None
5. CONSENT CALENDAR
Approval of Parks & Recreation Commission Meeting Minutes from September 27, 2022
6. PUBLIC BUSINESS FROM THE FLOOR
7. NEW BUSINESS
 1. Discussion Item: Proposed Fees & Charges FY2023
 2. Commission Vacancies – November 2022.
8. REPORTS
 1. Directors Report
9. UNFINISHED BUSINESS
None
10. COMMISSION BUSINESS FROM THE FLOOR
11. ADJOURNMENT

You may submit written public comments via email to parksandrec@cityofcordova.net, mail comments to Dept. of Parks & Recreation, City of Cordova, PO Box 1210, Cordova, AK 99574, or delivered to Bidarki Recreation Center directly. Written public comments must be received by 4:00 p.m. on the day of meeting

**City of Cordova
Parks & Recreation Commission
September 27,2022, 6pm
Cordova Center Community Rooms A & B**

MINUTES

1. CALL TO ORDER

The City of Cordova Parks and Recreation Commission meeting was called to order by Commissioner Ranney at 6:00pm at the Cordova Center Community Rooms A & B.

2. ROLL CALL

Present: 6 Chair Wendy Ranney
 Vice Chair Dave Zastrow
 Commissioner Henk Kruitoff
 Commissioner Wendy Ranney
 Commissioner Marvin Van Den Broek
 Commissioner Aaron Hansen
 Commissioner Karen Hallquist

Absent: 1 Commissioner Kirsti Jurica

Also present: 1 Duncan Chisholm, Director Parks & Recreation

3. APPROVAL OF AGENDA

Kruithof/Van Den Broek moved to approve the agenda. Hearing no objections Chair Ranney declared the agenda approved as submitted.

4. CORRESPONDENCE

No correspondence was received.

5. CONSENT CALENDAR

The minutes of the Commission meeting 5/31/22 were tabled. Hallquist/Kruithof moved the minutes be approved as submitted. Hearing no objections Chair Ranney declared the meeting minutes of 5/31/22 approved as submitted

6. PUBLIC BUSINESS FROM THE FLOOR

None

7. NEW BUSINESS

7.1 Discussion item: Cordova Comprehensive Trails Plan

Zastrow updated the Commission on the development of the plan. Highlights included a public open house event hosted at the Cordova Center on 9/20/22. Approximately 60 people attended. In addition, a public survey is online seeking feedback. Overall, it was a successful engagement,

Next steps for the Trails Sub Committee includes working with the National Park Service Regional Trail and Conservation Assistance program (NPS-RTCA) to develop a draft plan for the next phase of engagement in the spring of 2023.

Public input into the survey and mapping process is available at:

Survey Link: <https://forms.gle/Xk7qGNdEijNasZE59>

Map Link:

<https://nps.maps.arcgis.com/apps/webappviewer/index.html?id=87ab27ae2eae445db9f38ccacee3bf63>

7.2 Discussion item: Development of Facility Use Agreement with Cordova School District

Director Chisholm led a discussion on the idea of developing a Facility Use Agreement with the Cordova School District.

Members discussed the idea and suggested that the agreement be two-way governing the use of City of Cordova operated facilities and CSD operated facilities. Generally, the P&R Commission is supportive of the idea and concept.

Members asked the Director to start the process by reaching out to CSD Superintendent Russin.

7.3 Discussion item: Parks & Recreation FY23 Budget Process

Director Chisholm led a discussion on the process for developing the 2023 fiscal year budget.

After discussion, the Commission felt that a workshop was not needed due to the limited timeframe for the Director to develop and submit the budget to the City Manager.

7.4 Discussion item: Recreation Programs Needs Assessment Results.

Director Chisholm presented the high-level results of the needs assessment which was undertaken by the Department in August 2022. The Commission noted the results.

8. REPORTS

8.1 Directors Report

Director Chisholm gave a verbal report. Highlights included development of the Mini Movers preschool program, plans to introduce a video-on-demand fitness class system, attendance of two staff members at American Red Cross Lifeguard Instructors Course in Juneau and progress on the Facility Condition Assessments by Coffman Engineers Inc.

9. UNFINISHED BUSINESS

9.1 Cordova Covered Spaces Project Letter of Support

Commissioners discussed the draft letter and suggested a few amendments to the Director.

10. COMMISSION BUSINESS FROM THE FLOOR

Zastrow appreciated Director Chisholm's work.

Van Den Broek welcome Commission Hansen to his first Commission meeting,

Hallquist had no comments.

Hansen had no comments.

Chair Ranney echoed Van Den Broek's welcome and suggested that the timeframe between meetings over the summer period needs more consideration. comments around existing infrastructure and assets.

8 ADJOURNMENT

Kruihof/Hallquist moved to adjourn the meeting.

The meeting was adjourned at 7:30 pm.



Agenda Item 7.1

On Agenda: 10/25/22

ITEM TITLE:

Discussion Item: Proposed Fees and Charges FY2023

SUBMITTED BY: Duncan Chisholm

FISCAL NOTES:

Expenditure Required: N/A

Unencumbered Balance: N/A

Funding Source: User fees

RECOMMENDATION:

Discuss and give input and feedback to the Director

SUMMARY STATEMENT:

Director Duncan Chisholm will outline proposed fees and charges for the Department for fiscal year 2023.

What are fees and charges?

User fees and charges are one of the ways that the city can recover some of the costs of delivering an activity or service directly from those who use, and therefore benefit, from the activity or service.

Cost recovery through fees and charges is not currently guided by any city or department policy.

Why review fees and charges?

Fees and charges do not cover the full cost of delivering an activity or service. This means for most activities there is a user pays portion and a portion funded by taxes and other sources via the city's General Fund.

Given the absence of a formal policy on revenue and financing or cost recovery, the Director in the interim proposes the following rationale for setting fees and charges:

Nature of Activity	Who Benefits		Rationale for Funding
	Public benefit	Private benefit	
Recreation	High	Low	<p>Recreation centers, swimming pools, parks and open spaces benefit the wider community by building communities that interact with each other, are healthy, happy, and well-connected.</p> <p>They have a positive impact on the community's health and wellbeing.</p> <p>Users of these services also benefit from the services.</p> <p>Operational costs are predominately funded through the General Fund in recognition of the public good component of this activity. Fees and charges are also used but kept at a reasonable level to encourage users of these services.</p>

The proposed range of cost recovery by user fees and charges is to between 20 – 40% with the General Fund subsidizing the costs by 60 – 80%. However, it is proposed to implement this over several fiscal years.

What is our current cost recovery?

For FY21 the cost recovery for the Department was approximately 11.6%. Revenue was \$72,947.62 and expenditure was \$628,511.39.

For YTD 9/30/22 the cost recovery for the Department is approximately 14.75%. Revenue was \$99,696.66 and expenditure was \$675,973.93

The department should review fees and charges annually to ensure they reflect (proportionately) the cost of delivering the activity or service, particularly when costs are increasing. Regular reviews enable us to consider the impact of any cost increases on city budgets, and as a consequence, consider the implications for fees and charges.

Why are we proposing changes to fees and charges?

As you are aware inflation is currently sitting at around 8.3% compared to same period in 2021. This means costs are increasing and we need to look at ways to offset these costs. In addition, the department is looking at increasing our services (such as the recently added video-on-demand fitness class system) and we need to recover some costs associated with these new expenses.

So, I am proposing to increase some fees and charges to offset increasing costs and move us closer to the minimum 20% target of cost recovery.

If adopted, proposed changes to the fees and charges would start from Sunday, January 1, 2023.

Preferred Option to increase fees and charges

The preferred approach to increasing fees and charges is to increase them by a small amount across most activities and services.

This would see these fees increase around 5-8% based on 2022 fees. It is proposed to keep child/youth/student rates at the 2022 level but increase all other categories. Some categories will be increased by more.

I also propose adding new fees for use of Athletic Fields (Baseball diamonds, multi-purpose field) as we aim to increase and improve our maintenance and field preparations.

Advantages & Disadvantages

The proposed option spreads the cost recovery over a broader range of service and facility users.

The increases across a broader range of fees and charges will affect more people in the community. There is more chance of vulnerable communities and families being exposed to these increases.

The Director believes that the proposed increases in fees still represents extremely good value for money.

Family Memberships

It is also proposed to reduce the Family membership category from two adults and up to five children/youth to two adults and three children/youth with extra fees for additional children/youth.

Corporate Rates

The current Corporate Rate of \$190 is artificially low and in the Directors opinion inequitable. The 2022 rate for an equivalent pass is \$509. It is proposed to increase the Corporate Rate for 2023 by 40% to \$266. The goal to moving this rate to be closer to a 25% discount on the Family rate in future years.

Proposed Fees FY23

Bidarki Recreation Center / Bob Korn Memorial Swimming Pool

Membership & Admission Fees

Includes 6% Sales Tax.

Adult	Term	Fee FY22	Fee FY23	% Difference
	Annual (Swim & Gym)	\$340.00	\$357.00	+5.00
	Annual (Swim OR Gym)	\$190.00	\$199.50	+5.00
	Month (Swim & Gym)	\$65.00	\$68.25	+5.38
	Ten Trip (Swim & Gym)	\$54.00	\$58.50	+8.33
	Daily (Swim & Gym)	\$6.00	\$6.50	+8.33
Child / Youth / (6- 17) & Student (with ID)	Term	FY22	FY23	
	Annual (Swim & Gym)	\$204.00	\$204.00	0
	Annual (Swim OR Gym)	\$114.00	\$114.00	0
	Month (Swim & Gym)	\$39.00	\$39.00	0
	Ten Trip (Swim & Gym)	\$36.00	\$36.00	0
	Daily (Swim & Gym)	\$4.00	\$4.00	0
Senior (65+)	Term	FY22	FY23	
	Annual (Swim & Gym)	\$204.00	\$214.25	+5.02
	Annual (Swim OR Gym)	\$114.00	\$119.75	+5.04
	Month (Swim & Gym)	\$39.00	\$41.00	+5.13
	Ten Trip (Swim & Gym)	\$36.00	\$38.25	+6.25
	Daily (Swim & Gym)	\$4.00	\$4.25	+6.25
Concession (Military with ID, People with physical disabilities, CVFD)	Term	FY22	FY23	
	Annual (Swim & Gym)	\$204.00	\$214.25	+5.02
	Annual (Swim OR Gym)	\$114.00	\$119.75	+5.04
	Month (Swim & Gym)	\$39.00	\$41.00	+5.13
	Ten Trip (Swim & Gym)	\$36.00	\$38.25	+6.25
Family (2 Adults + 5 child/youth) – 2022 (2 Adults + 3 child/youth) - 2023	Term	FY22	FY23	
	Annual (Swim & Gym)	\$509.00	\$534.50	+5.01
	Annual (Swim OR Gym)	\$339.00	\$356.00	+5.01
	Month (Swim & Gym)	\$122.00	\$128.25	+5.12
	Additional Child ¹	-	\$50.00	-
Corporate (2022) Corporate Wellness Plan (2023) 10+ members	Term	FY22	FY23	
	Annual (Swim & Gym) ²	\$190.00	\$266.00	+40.00

Notes:

1. New for 2023 due to redefinition of Family membership
2. Equivalent to Family membership.

Recreation & Aquatic Programs, Classes & Miscellaneous Charges

Includes 6% Sales Tax as applicable.

Fees authorized at the discretion of the Director.

Rental Fees

Includes 6% Sales Tax

Bob Korn Memorial Swimming Pool

	Type	FY 22	FY23	% Diff
Pool Rental – Whole Facility (Per hour) (Includes 1 Lifeguard and up to 25 swimmers)	Individual	\$80.00	\$84.00	+5
	Special Interest / Trainings	Fee authorized by Director	Fee authorized by Director	
Pool Rental - Per Lane (Per hour)	Individual	\$13.50	\$13.50	0
	Special Interest / Trainings	Fee authorized by Director	Fee authorized by Director	
Additional Lifeguard/s (Per hour)	1 per 25 swimmers	\$30.00	\$31.50	+5

Bidarki Recreation Center

Includes 6% Sales Tax

	Type	FY 22	FY23	% Diff
Gymnasium Court Hire (per hour)	Individual	\$37.00	\$39.00	+5.41
	Special Interest / Trainings	Fee authorized by Director	Fee authorized by Director	

Eyak Lake Skater's Cabin

Includes 12% Tax (6% Sales Tax & 6% Public Accommodation Services Tax).

	FY22	FY23	% Diff.
One 24-hour Period	\$28.00	\$29.50	+5.36
Two 24-hour Periods	\$67.00	\$70.50	+5.22
Three 24-hour Periods	\$123.00	\$129.25	+5.28
Security Deposit (Refundable)	\$50.00	\$50.00	0

Athletic Fields (New in 2023)

Includes 6% Sales Tax

	FY22	FY23
1 – 9 hours (per hour)	-	\$20.00
10 – 19 hours (per hour)	-	\$16.00
20 – 49 hours (per hour)	-	\$12.00
50+ hours (per hour)	-	\$8.00



City of Cordova
A L A S K A

Parks & Recreation Commission

Agenda Item 7.2

On Agenda: 10/25/22

ITEM TITLE:

Parks & Recreation Commission Vacancies – November 2022

SUBMITTED BY: Duncan Chisholm

FISCAL NOTES:

Expenditure Required: N/A

Unencumbered Balance: N/A

Funding Source: N/A

RECOMMENDATION:

Report and File

SUMMARY STATEMENT:

Three upcoming vacancies will exist at the end November 2022 with the current terms expiring for:

- Henk Kruitof
- Marvin Van Den Broek
- Karen Hallquist

The city is currently soliciting applications for these vacancies with the new terms expiring in November 2025.

An application form can be downloaded for the city's website <https://www.cityofcordova.net/2022-city-board-and-commission-vacancies/> and be sent to the City Clerk via email to cityclerk@cityofcordova.net.

Applications close November 30, 2022. Appointments will be made at a City Council meeting in Dec 2022.



City of Cordova
A L A S K A

Parks & Recreation Commission

Agenda Item 8.1

On Agenda: 10/25/22

ITEM TITLE:

Director's Report

SUBMITTED BY: Duncan Chisholm

FISCAL NOTES:

Expenditure Required: N/A

Unencumbered Balance: N/A

Funding Source: N/A

RECOMMENDATION:

Director to share with the Commission an update on department operations.

SUMMARY STATEMENT:

Director Duncan Chisholm will give a verbal report on Parks and Recreation department.